

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sewage Plant Series

E.P.W.U. SEWAGE PLANT MAINTENANCE SUPERVISOR

09/91

Summary

Under general supervision, supervises and works with crews engaged in the installation, maintenance and repair of wastewater treatment equipment; performs related duties as required.

Typical Duties

Plans, schedules, assigns and coordinates the maintenance and repair of wastewater treatment equipment; makes recommendations for and supervises the repair or replacement of components or equipment; makes periodic inspections of plant to identify malfunctioning equipment; plans, schedules and implements a preventive maintenance program; checks completed work to assure proper repairs and adjustments have been made; monitors trouble-shooting of equipment failure; inspects electrical equipment for overloads, shorts, loose connections and power loss; makes adjustments to meters, dials and gauges; checks and assures that stand-by equipment is in operating condition and readily available.

Requisitions and maintains inventory of repair parts and supplies; reads and interprets blue-prints, maintenance manuals and schematic diagrams; maintains maintenance records such as work performed and parts used; prepares activity logs and required administrative reports.

Plans, supervises, assigns, trains, reviews and evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; compiles with and enforces safe working practices and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and five years experience in the installation, maintenance and repair of sewage and/or water plant equipment, two of which must include journeyman level electrical and mechanical repairs and supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the maintenance and repair of sewage and/or water treatment equipment; considerable knowledge of safe working practices and procedures; considerable knowledge of the use and care of common hand tools; considerable knowledge of treatment plant methods, practices and procedures; good knowledge of sewage plant operations.

Ability to trouble shoot equipment malfunctions; ability to plan, supervise and coordinate repair work; ability to make sound decisions; ability to maintain adequate stockage levels of repair parts and prepare requisitions; ability to express oneself clearly and concisely, both orally and in writing; ability to plan, supervise, assign, train and evaluate the work of assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain logs and records and prepare reports.

Skill in the use and care of common hand tools; skill in the operation of a motor vehicle.

Physical Requirements: Mobility within an office and treatment plant environment; exposure to unpleasant working conditions; exposure to all weather conditions; climb ladders to access equipment; subject on call during non-working hours; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License; Texas "C" Sewer Certificate of Competency must be obtained after appointment in compliance with Article 4477-1, Section 20(a) of the Vernon's Texas Civil Statutes.

Director of Personnel

Department Head